

**Lake County Housing Authority  
Board of Commissioners**

**Minutes of the Regular Meeting  
January 18, 2024**

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake was held January 18, 2024, at The Lake County Housing Authority, 33928 North U.S. Highway 45, Grayslake, IL 60030

Present: Kevin Considine, Vice Chairman  
Dr. H. Lee Jordan, Jr., Chairman  
Susan Malter, Commissioner  
Dr. Charles Nozicka, Commissioner

Absent: LaShaundra Barnes, Commissioner  
John Idleburg, Commissioner  
Beverly Stackhouse, Commissioner

LCHA Staff: Lorraine Hocker, Executive Director/CEO  
Damien Kelly, Consulting Chief Financial Officer  
Asia Dzierzynski, Consulting Accounting Manager  
Michelle Perkins, Operations Deputy  
Paul Mazur, Staff Accountant  
Katrina Gofron-Ellison, Executive Assistant  
Tracey Heleniak, Executive Assistant

Posting of the notice of this meeting and agenda complied with the requirements of the Open Meetings Act (5 ILCS 120/2.02(a)). The notice and agenda were posted prior to 12:30 p.m. on Tuesday, January 16, 2024, at the principal office: 33928 North US Highway 45, Grayslake, IL 60030 and on the organization's website, [www.lakecountyha.org](http://www.lakecountyha.org).

**ROLL CALL**

Noting that a quorum of Commissioners was present, Chairman Dr. Jordan called the meeting to order at 12:34 p.m. Roll call was taken, and the following Commissioners were present: Considine, Jordan, Malter, Nozicka. Absent: Barnes, Idleburg, Stackhouse.

**PUBLIC COMMENT**

Public comments were accepted by email at [publiccomment@lakecountyha.org](mailto:publiccomment@lakecountyha.org) or by leaving a voice message at (847) 223-1170 ext. 2320. Comments received by 9:00 a.m. January 18, 2024, are to be read at the appropriate time in the agenda. No public comments were received.

Chairman Dr. Jordan opened the floor for public comment.

Selena Tartabull from Indianapolis, Indiana, appeared in person. She is an HCV landlord in Lake County and surrounding area. Ms. Tartabull stated her displeasure with LCHA's response to her complaints. She further stated she had multiple issues with her former tenant while participating in

the HCV program and that she would like to see adverse action taken against said tenant regarding said tenant's future program participation.

**MINUTES – 12/19/23**

**MINUTES – 12/19/23 EXECUTIVE SESSION**

Vice Chairman Considine moved, seconded by Commissioner Dr. Nozicka, to approve the Minutes of the December 19, 2023, Commissioners Meeting and Executive Session. The Board voted as follows: Ayes: Considine, Jordan, Malter, Nozicka. Nays: None. Absent and Not Voting: Barnes, Idleburg, Stackhouse. Motion carries.

**FINANCE REPORT AND APPROVAL OF BILLS**

The list of bills for December 2023 was provided. CFO Damien Kelly relayed the following financial summary:

**Financial Actuals and Forecasts for December 2023**

CFO Kelly discussed the financial actuals and forecasts for December 2023 and FY 2024. He explained that the December 2023 numbers were negative due to repayments, Christmas bonuses, and salary increases. The negative numbers were anticipated and were due to higher-than-expected costs such as addressing occupant vacancies. He also mentioned a forecast of \$200,000 for the year and the possibility of a \$1.1 million correction in February, which would address the current calendar year. He also noted that the organization would continue to receive funding based on the prior year's usage. CFO Kelly anticipated some adjustments to head counts and other factors for the upcoming month.

Commissioner Malter expressed her struggle with interpreting large amounts of financial data and proposed a solution to break it down into smaller, manageable sections. It was suggested to create a dashboard that tracks specific budget items month over month to better understand the fluctuation of the numbers. There was discussion on the potential of improving the presentation of the data by automating certain processes and making the format more user-friendly. The discussion also touched on the fluidity of their funding and the importance of monitoring expenses over several years.

After discussion, Commissioner Malter moved seconded by Commissioner Dr. Nozicka, to approve the list of bills, and accept the finance report. The Board voted as follows: Ayes: Considine, Jordan, Malter, Nozicka. Nays: None. Absent and Not Voting: Barnes, Idleburg, Stackhouse. Motion Carries.

**REPORTS**

The following reports for December 2023 were provided:

- Maintenance, Assets ..... Brian Snook, Director of Public Housing
- Procurement ..... Norma Carlon, Manager of Capital Improvements Procurement
- Property Disposition ..... Derek Eovaldi, Property Disposition Coordinator
- Public Housing..... Brian Snook, Director of Public Housing

Housing Choice Voucher, PBV<sup>1</sup>, ..... Gilma Beachem, HCV Intake Program Manager,  
Portability & Collections

FSS<sup>2</sup>, Mainstream Vouchers & FUP<sup>3</sup> ..... Heidi Semenek, Director of FSS & Special  
Programs

Housing Counseling and FERA ..... Elizabeth Werning, Manager of Housing Counseling  
& Ofelia Navarro, Deputy Director

Information Technology ..... Michelle Perkins, Operations Deputy

Human Resources ..... Christine Pryor, Senior Human Resources Generalist

FOIA/OMA<sup>4</sup>, Travel-Training ..... Tracey Heleniak, Executive Assistant/FOIA & OMA  
Officer

**Other Matters**

1. Executive Director Hocker met with Richard Koenig, HODC, and Dr. John Price, District 187 Superintendent regarding the NC VASH Project.
2. Executive Director Hocker is finalizing Rosewood Apt. Round Lake PBV Project.
3. Executive Director Hocker met with Mundelein Sr. Apt. Staff regarding the Waiting List and Intake process.
4. Executive Director Hocker began a discussion of Gurnee Development.
5. All Staff HCV Training.
6. Annual Sexual Harassment Training (Ben Gehrt, Clark Baird Smith LLC).
7. General Monthly Notes:
  - a. Executive Director Hocker continues to participate in a unique leadership training series with Nan McKay & Associates for Leadership and Mid Management Staff.
  - b. Executive Director Hocker and Staff continue with monthly calls to review Utilization and Occupancy and Demo/Dispo, in addition to IAHA and NAHRO.
  - c. Monthly Check-in with LCCD for Special Program referrals from the COC.
  - d. Executive Director Hocker completed several Quality Control Inspections.
8. LCHA staff enjoyed its Holiday Party on December 13<sup>th</sup> at Kristof's Entertainment Round Lake Beach, with bowling, video games, and a gift exchange. Fun was had by all.
9. This was followed by a Christmas Ugly Sweater Contest on December 14<sup>th</sup>.

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<sup>1</sup> Project-Based Vouchers

<sup>2</sup> Family Self-Sufficiency Program

<sup>3</sup> Family Unification Program

<sup>4</sup> Freedom of Information Act/Open Meetings Act

**NEW BUSINESS**

**Resolution 2024-21 Reaffirmation of Approval of Letter of Support YouthBuild Lake County DOL Grant**

After discussion, Chairman Dr. Jordan introduced the following Resolution:

**RESOLUTION 2024-21**

**REAFFIRMATION OF APPROVAL OF LETTER OF SUPPORT  
YOUTHBUILD LAKE COUNTY DOL GRANT**

**WHEREAS**, YouthBuild Lake County (YBLC) serves as a catalyst of change for low income and underserved young people (ages 16-24) with education, counseling, leadership, construction, and graduate resources; and

**WHEREAS**, Lake County Housing Authority has been in partnership with YBLC with our internship program since December 2007; and

**WHEREAS**, LCHA is committed to assisting YBLC with their career training services, paid internships/work experiences, guidance and support in training curriculum and development; and

**WHEREAS**, the YouthBuild Lake County program is funded through a grant from the Employment and Training Administration of the U.S. Department of Labor.

**NOW, THEREFORE, BE IT RESOLVED**, the Lake County Housing Authority is in full support of YBLC's application for the 2023 U.S. Department of Labor YouthBuild Grant.

After discussion Commissioner Dr. Nozicka moved, seconded by Commissioner Malter, to adopt Resolution 2024-21.

Roll Call Vote:

Ayes: Considine, Jordan, Malter, Nozicka

Nays: None

Absent: Barnes, Idleburg, Stackhouse

Abstain: None

Motion: Carries

ADOPTED, by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, the 18th day of January 2024.

**COMMISSIONER ROUNDTABLE**

Deputy Director Navarro spoke to the Board regarding a forthcoming Resolution, a Court Based Rental Assistance Program (\$140,000) through IDHA. She is in the process of getting funding. IDHA required that she make the Resolution and send it to IDHA for their approval. The due date is January 26, 2024. Deputy Director Navarro will try to get an extension and present the Resolution at the next Board meeting on February 15, however, if she is unsuccessful, there may be the need to have a special meeting to approve the Resolution.

CFO Kelly and Executive Director Hocker discussed consideration of providing financial assistance to one of LCHA's Project Based Voucher partners CFO Kelly and ED Hocker expressed a multitude of concerns over the financial capabilities (Accounts Payable and Management Fees) and the likelihood of being repaid by the partner company with the total assistance requested being close to one million dollars. LCHA is not legally obligated to provide financial assistance to the partner. However, CFO Kelly and ED Hocker will seek legal advice and return to the board with additional information. CFO Kelly and Executive Director Hocker provided a general overview and general opinion on the financial issues observed by this partner.

#### **Executive Session – Litigation**

(5 ILCS 120/1) Sec. 2(c)(11)

Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court...or when the public body finds that an action is probable or imminent.

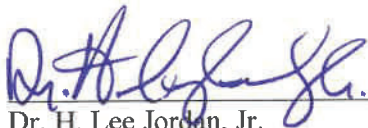
At 1:11 p.m. Commissioner Malter moved, seconded by Vice Chairman Considine to go into Executive Session to discuss (5 ILCS 120/1) Sec. 2(c)(11) Litigation. The Board voted at 1:30 p.m. as follows: Ayes: Considine, Jordan, Malter, Nozicka. Nays: None. Absent and Not Voting: Barnes, Idleburg, Stackhouse. Motion Carries.

The board returned to open session at 1:41 p.m. and roll call was taken. Present: Considine, Jordan, Malter, Nozicka. Absent: Barnes, Idleburg, Stackhouse.

Chairman Dr. Jordan stated the Board discussed Litigation and no action was taken during the Executive Session.

#### **ADJOURNMENT**

There being no further business to come before the Board, Commissioner Dr. Nozicka moved, seconded by Commissioner Considine to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. The meeting was adjourned at 1:42 p.m.



Dr. H. Lee Jordan, Jr.

Chairman

Lake County Housing Authority



Lorraine Hocker

Executive Director/CEO

Secretary